United States Government   **Department of Energy**

Oak Ridge Office

memorandum

DATE: April 16, 2008
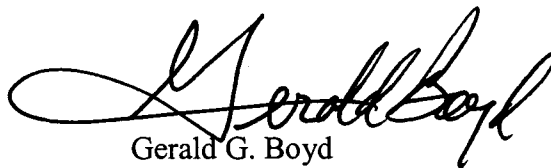
REPLY TO
ATTN OF: SE-31:Perry

SUBJECT: **DOCUMENTING OVERSIGHT ACTIVITIES IN ORION**

TO: All ORO Staff

As a federal workforce, oversight of the Oak Ridge Office (ORO) contracts is one of our primary functions. I wanted to take this opportunity to thank you for the hard work and commitment you have shown in carrying out ORO's oversight responsibilities and to emphasize the continuing need to maintain high quality documentation of your oversight activities.

The Department of Energy (DOE) requirements for performing oversight are described in DOE O 220.1, *Implementation of Department of Energy Oversight Policy*, and the ORO process and requirements for documenting assessment and walkthrough oversight activities in ORION are described in ORO M 220.1, *Oak Ridge Office Assessment Program Manual*. An excerpt from ORO M 220.1 describing these requirements and reference information on ORION are attached for your use. Additional information may be found online in the ORION User Manual available by accessing the system at the following link: https://orion.oro.doe.gov/. Your continued diligence will ensure oversight documentation is useful for management review, trending and analysis. I ask for your continued support and emphasis on striving for excellence and working safely as we carry out our oversight responsibilities.

If you have any questions, please feel free to contact me at (865) 576-4444 or Larry Kelly, of my staff, at (865) 576-0891.

Gerald G. Boyd
Manager

Attachment

cc w/attachment:
R. J. Brown, M-2
L. C. Kelly, SE-30
S. H. McCracken, EM-90
J. O. Moore, SC-10
P. L. Douglas, OS-20
L. W. Clark, NS-50

D. H. Wilken, AD-40
J. D. Jackson, SC-10
R. C. Smyth, SE-30
M. G. Branton, SC-10
A. B. Perkins, EM-91

Excerpt of ORO M 220.1 *Oak Ridge Office Assessment Program Manual* **requirements pertaining to ORION:**

Ensure all assessments (including management, independent, and IAS) are entered and kept current in ORION.

Ensure that key assessment information (i.e., subject, type, category, team leader, driver, start and end dates, status, final report, etc.), findings, corrective actions, and proficiencies are documented and entered into ORION for all assessments in the appropriate fields.

Ensure that key walkthrough information (e.g., organization performing the walkthrough, assessor(s), site, contractor, facility, project, and functional areas covered), and findings are documented and entered into ORION in the appropriate fields.

Ensure findings (Priority 1, Priority 2, or Priority 3) or proficiencies are appropriately categorized in the assessment report and prior to being entered into ORION.

Ensure that the reports for all assessments are loaded into ORION.

Ensure apparent causes are assigned in ORION for Priority 1 and Priority 2 findings.

Ensure verifiable evidence is attached or referenced in ORION for closure of findings Priority 1 and Priority 2, and corrective actions.

All walkthroughs are to be documented in ORION. Each walkthrough event, regardless of the number of participants, should only be recorded in ORION one time. The group participating in the walkthrough should agree on which individual will document the walkthrough and its results in ORION.

All findings are identified and recorded as issues (Priority 1, Priority 2, or Priority 3) or as proficiencies in ORION in order to allow the issues to be trended.

All walkthroughs should be recorded in ORION as soon as practical after completion of the walkthrough (i.e., within three working days).

Purpose of ORION:

1. ORION is the formal tracking system used by ORO for documenting oversight activities performed by DOE (i.e., assessments & associated documents, walkthroughs & associated documents, issues, corrective actions, evidence of issue & action closures) **Exception:** ORION is an unclassified system and does not track or contain classified or OUO information.

2. Provides an Office of Science resource for tracking assessments for all SC sites, including the SC Integrated Assessment Schedule (IAS) assessments, Site IAS assessments, and non-IAS assessments

3. Demonstrates compliance with oversight and quality assurance requirements of DOE O 226.1, DOE O 414.1C, and ORO M 220.1

4. Provides a management tool for continuous improvement

Drivers: DOE O 226.1, DOE O 414.1C, SCMS (in development), ORO M 220.1

Information Tracked in ORION:

1. Applies to all ORO programs (e.g., administrative, financial, security, line programs, environment, safety & health, emergency management, etc.).

2. Includes DOE conducted assessments both of DOE and of the contractor, walkthroughs & operational awareness activities performed by DOE both independently and with the contractor, DOE and contractor issues (proficiencies, findings, observations) found by DOE, DOE corrective actions, and optionally contractor corrective actions to resolve DOE findings.

3. Includes assessment plans, reports, and pertinent correspondence and other documents as attachments to the assessment record.

4. Includes lessons learned related to performing oversight activities.

5. Includes or clearly references the basis of closure (including evidence) for P1 and P2 issues (both DOE and contractor) and corrective actions (DOE, and contractor if their actions are tracked in ORION).

6. Includes trend code assignments for issues to support trending analysis and reporting.

Access to ORION:

ORION is available via any internet location at the following link:

https://orion.oro.doe.gov
To request access, please contact either:

John Murmann (ORION System Administrator) at 865-576-1820 or
murmannj@oro.doe.gov

Teresa Perry (DOE ORO ORION Technical Sponsor) at 865-576-0831 or
perrytc@oro.doe.gov